

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, MAY 26, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES**
 - a. Regular Meeting of May 19, 2010
 - b. Dismissal 05-D-89 Hearing Minutes of April 28, 2010 & May 12, 2010
 - c. Dismissal 06-D-89 Hearing Minutes of May 19, 2010
2. **REQUEST FOR PERMANENT REASSIGNMENT IN-LIEU OF LAYOFF** – Luis Reza, Combination Building Inspector, Development Services to Construction Inspector I, Long Beach Gas and Oil
 - a. Communication from Patrick H. West, City Manager
 - b. Luis Reza, Combination Building Inspector
 - c. Staff report prepared by Sal Ambriz, Personnel Analyst
3. **REQUEST FOR PROVISIONAL APPOINTMENTS** – Mitchell Garrison, Patrick Morrison, Ian Wenger, Jeff Gillott, Omar Naranjo, Jeff Williams, Gonzalo Medina and Tyler Wawrzynski, Marine Safety Sergeants
 - a. Communication from Jeffrey L. Reeb, Acting Fire Chief
 - b. Staff report prepared by Sal Ambriz, Personnel Analyst
4. **REQUEST FOR PROVISIONAL APPOINTMENT** – Sunny Lee, Safety Specialist I - Confidential
 - a. Communication from Deborah R. Mills, Director of Human Resources
 - b. Staff report prepared by Lourdes Ferrer, Personnel Analyst
5. **REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING**– Tudy Sanchez, Maintenance Assistant to Marina Agent
 - a. Communication from Phil T. Hester, Director of Parks, Recreation & Marine
 - b. Staff report prepared by Sal Ambriz, Personnel Analyst
6. **BULLETINS**
Petroleum Engineering Associate
Police Officer – Lateral
Supervisor – Facilities Maintenance
7. **EXAMINATION RESULTS**
General Librarian
Public Health Nutritionist

8. **RESIGNATIONS**

Fernando Garciasalas/Equipment Mechanic I/Water (2 yrs., 1 mo.)
Jason Kwak/Police Officer/Police (3 yrs., 11 mos.)
Sherry Duarte/Accountant I/Health (1 yr., 3 mos.)

9. **TRANSFER** – Behzad Sharifabadi/Capital Projects Coordinator III/Airport to Capital Projects Coordinator III/Public Works
Staff report prepared by Diane Dzodin, Administrative Officer

10. **SCHEDULE FOR HEARING** – Reduction 13-R-89 – Suggested Dates 7/28 & 8/4/ 2010

11. **MANAGERS' REPORT**

12. **NEW BUSINESS**

13. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

9:00 A.M. – DISMISSAL HEARING 11-D-89

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
MAY 19, 2010

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, May 19, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu,
Carolyn Smith Watts

MEMBER EXCUSED: Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Debbie Mills, Director of Human Resources
Ken Walker, Personnel Operations Manager, Human
Resources

President F. Phil Infelise presided.

MINUTES: The Secretary requested that the minutes of the regular meeting of May 12, 2010, be amended. It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried to amend the minutes of May 12, 2010. The motion carried by a unanimous roll call vote. It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of May 12, 2010, be approved as amended. The motion carried by a unanimous roll call vote.

REQUEST FOR PERMANENT REASSIGNMENT IN-LIEU OF LAYOFF: The Secretary presented communications from Patrick H. West, City Manager and Luis Reza, Combination Building Inspector, requesting Commission authorization to permanently reassign Luis Reza to the classification of Construction Inspector, in the Long Beach Gas & Oil Department, in lieu of layoff. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. Ken Walker, Manager, Personnel Operations, requested the Commission hold this item for one week. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried to hold the item for one week. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT:

The Secretary presented a communication from Lori Ann Farrell, Director of Financial Management, requesting Commission authorization to appoint Joanne Medina, to the classification of Accounting Clerk on a provisional basis. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR EXCEPTION TO
CIVIL SERVICE RULES AND
REGULATIONS – ARTICLE VIII
SECTION 115(3)**

**Requesting Exception to Article II, Section 7 of the
Civil Service Rules and Regulations – Qualifications
and Requirements for Airport Operations Specialist,
Limiting Applications to City Employees and Laid Off
City Employees**

The Secretary presented a staff report, prepared by him, requesting Commission approval for an exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, for Airport Operations Specialist, as an open-competitive examination, limiting applications to City employees and City employees terminated due to layoffs in 2009. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried to approve the Exception to Civil Service Rules and Regulations, Section 115(3), Article II, Section 7 – Qualifications and Requirements. The motion carried by a unanimous roll call vote.

**REQUEST TO APPROVE PUBLIC
SAFETY EXAMINATIONS PLAN:**

The Secretary presented a staff report, prepared by him, regarding the examinations plan to conduct the Public Safety examinations as directed by the City Council in April 2010. The Secretary briefed the Commission regarding meetings with the City Manager's Office and Human Resources to strategize conducting these examinations in the most cost effective ways. He provided the Commission with a recommended action, agreed upon by the Human Resources and Civil Service Departments to successfully conduct these examinations and the related costs. Commissioner Saafir noted that the Civil Service Department's ability to provide core service is being impacted as demonstrated by the need for assistance from departments to conduct these public safety examinations.

After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried to approve the proposed public safety examinations plan. The motion carried by a unanimous roll call vote.

BULLETINS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Airport Operations Specialist
Painter
Senior Electrical Inspector

EXAMINATION RESULTS:

PUBLIC HEALTH NUTRITIONIST – 28 Applied, 5 Qualified

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject examination results be approved. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Public Health Nutritionist (5/27/09)
Senior Plumbing Inspector

RETIREMENT:

**JAVIER PEREZ/MAINTENANCE ASSISTANT III/PUBLIC
WORKS**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

RESIGNATION:

**JACOB ALEXANDER/SPECIAL SERVICES OFFICER III
HARBOR**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the subject resignation be received and filed. The motion carried by a unanimous roll call vote.

SCHEDULE FOR HEARING:**SUSPENSION HEARING 22-S-89**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject hearing be scheduled for June 23, 2010. The motion carried by a unanimous roll call vote.

RESCHEDULE FOR HEARING:**DISMISSAL HEARING – 12-D-89**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the subject hearing be rescheduled to July 14 and 21, 2010. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, stated that she attended a City Council Study Session for the Fiscal Year 2011 budget, and provided the Commission with a handout on the information provided regarding the budget.

Melinda George, Deputy Director, informed the Commission that they are continuing to have meetings with the Fire and Police Departments regarding the upcoming safety examinations, to discuss the recruitment and examination. She also informed the Commission that she conducted a very successful Civil Service 101 Class for the IAM Union on Tuesday, May 18, 2010, which was very well attended by its union representatives.

The Secretary informed the Commission that once the budget is worked out, staff needs to meet with Financial Management to determine the exact date staff needs to request the Commission approve a formal budget for the Civil Service Department. He also informed the Commission that he would be meeting with Police Chief McDonnell next month to discuss the department's staffing needs, including the Police Recruit examination.

NEW BUSINESS:

Commissioner Saafir indicated that with the new arrangement with Long Beach City College to have a site on Pine Avenue might give Civil Service Department the ability to communicate with City College to share in types of continuing education programs to earn credits for professional self-development of City employees. The Secretary stated that he would explore that possibility and also contact David Gonzales, Manager of Leadership & Organizational Development Bureau, Human Resources, who is responsible for training and development in the City.

On behalf of the Commission, Commissioner Smith Watts congratulated Debbie Mills, on her new appointment as the Director of Human Resources, and stated that Civil Service is looking forward to working with her and her staff.

Ms. Mills, thanked the staff, stating that they have had several meetings, and been very creative on conducting the safety examinations. She stated that she looks forward to working with Civil Service Department staff.

**DISCUSSION REGARDING
MEETING WITH DEPARTMENT
HEADS:**

Commissioner Smith Watts informed the Commission that she has met with Chris Garner, Director of Long Beach Gas and Oil, and Reginald Harrison, Acting Director of Development Services, and is in the process of finalizing a meeting with Lori Ann Farrell, Director of Financial Management, on Thursday. Commissioner Saafir recommended that a team of two Commissioners meet with departments because the meetings are a collaboration meeting of cooperation to discuss concerns and objectives that may need to be addressed. He suggested that staff schedule these meetings. President Infelise suggested that the meetings be scheduled on Wednesdays when there is no appeal hearing. Commission Saafir suggested that Commissioner Smith Watts coordinate the meeting with Financial Management with Mr. Beas so that another Commissioner could accompany her.

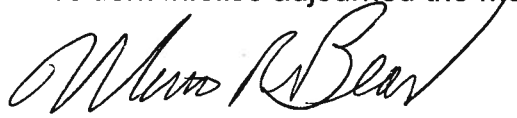
COMMENTS FROM PUBLIC:

Janet Schabow, Machinists Union, thanked Melinda George, Deputy Director, for conducting the Civil Service 101 class for the union representatives. She stated that the class was very informative and the representatives had tons of questions, which were answered. She stated that there is a broader understanding of the Civil Service Rules and Regulations. She also thanked Rob Pfingsthorn, Personnel Analyst, for assisting her with technical support.

Rob Pfingsthorn, Personnel Analyst, thanked Casey Chel, Manager – Disaster Management, ECOC, for his assistance when the Civil Service Department conducted the Police and Fire promotional examinations at ECOC.

ADJOURNMENT:

There being no further business before the Commission,
President Infelise adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas", written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh



Agenda Item No. 2

Date: April 23, 2010
To: Civil Service Commission
From: Patrick H. West, City Manager
Subject: REQUEST TO PERMANENTLY ASSIGN IN-LIEU OF LAYOFF LUIS REZA TO THE CLASSIFICATION OF CONSTRUCTION INSPECTOR

As you know, the Department of Development Services has been faced with mid-year budget reductions to the adopted 2009-2010 annual budget. Mr. Luis Reza is currently a Combination Building Inspector in the Department of Development Services and is affected by the layoff process. A vacant Construction Inspector I position in the Gas and Oil Department was identified for which Mr. Reza was willing to take an out of order layoff and transfer into this position.

In accordance with Article VI, Section 67(5) and 64, the Department of Human Resources is requesting your approval to permanently assign in-lieu of layoff Mr. Reza to the classification of Construction Inspector in the Gas and Oil Department. Personnel Requisition #10-003 was submitted and approved by Civil Service.

Please do not hesitate to contact Debbie Mills, Acting Human Resources Director at 570-6140 or Ken Walker, Manager, Personnel Operations, at 570-6243, if you or your staff requires any further information regarding this request.

PW:DM:bn

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2010 APR 27 AM 8:17
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2010 APR 30 PM 3:06

CIVIL SERVICE DEPT.

Date: April 30, 2010
To: Civil Service Commission
From: Luis Reza, Combination Building Inspector
Subject: Request for In-Lieu of Layoff

In lieu of layoff, I would like to request an out of order layoff and transfer from Combination Building Inspector, Development Services Department, to Construction Inspector I at the Gas and Oil Department.

Luis R Reza JR
Name (Print)

4-30-10
Date

Luis R Reza JR
Signature

LR/ld

1 **DATE:** May 12, 2010

2 **TO:** Civil Service Commission

3 **FROM:** Sal Ambriz, Personnel Analyst *S.A.*

4 **SUBJECT: REQUEST TO PERMANENTLY ASSIGN IN-LIEU OF LAYOFF LUIS**
5 **REZA AND TRANSFER TO CONSTRUCTION INSPECTOR**

6 Correspondence has been received from Patrick H. West, City Manager requesting the
7 Civil Service Commission's approval to assign in-lieu of layoff Luis Reza, Combination
8 Building Inspector in Development Services Department, and transfer to the
9 classification of Construction Inspector in the Gas and Oil Department. The facts are
10 presented below for your consideration.

11 **Facts for Consideration:**

- 12 • Luis Reza was hired from the Harbor Maintenance Mechanic eligible list on May
13 14, 1996. He subsequently attained permanent status in this classification in the
14 Harbor Department.
- 15 • On June 10, 2006, Luis Reza was selected from the Combination Building
16 Inspector eligible list and transferred to the Development Services Division. He
17 subsequently attained permanent status in this classification in Development
18 Services.
- 19 • There is currently a Construction Inspector eligible list that was established on July
20 15, 2009 with 13 names on the eligible list for referral. Luis Reza is not on this
21 current eligible list. Luis Reza was on the Construction Inspector eligible list in
22 2005 and 2006.
- 23 • On April 14, 2010 Civil Service Commission approved the Order of Layoff that
24 affected various positions in the City, including Luis Reza's Combination Building
25 Inspector position in Development Services.

- 1 • Luis Reza has signed a request to take an **out of order layoff and transfer** from
2 Combination Building Inspector in Development Services to Construction Inspector
3 in Gas and Oil Department. Should Commission approve his request, this would
4 reduce the number of candidates on the Order of Layoff list.
- 5 • Article VI, section 67(5) pertaining to Permanent Assignments states, "When either
6 the reorganization or the elimination of a City operation causes the layoff of a
7 permanent employee who possesses knowledge, skills, and/or abilities which
8 would be in the best interest of the City to retain, the employee may be
9 permanently assigned to another classification. Any employee so assigned shall be
10 required to serve a probationary period in the new classification". Luis Reza would
11 be required to serve a probationary period in the new classification of Construction
12 Inspector at the Gas and Oil Department, because he has no prior status in this
13 classification.
- 14 • Requisition GO 10-003 to fill one Construction Inspector in the Engineering
15 Division of the Engineering & Construction Bureau of the Long Beach Gas and Oil
16 Department is currently on file.
- 17 • Per Article VI, section 64 pertaining to Transfers, "With the consent of the
18 appointing authority, the department heads involved, the employee and the
19 Commission, an employee may be transferred from a position in the same
20 classification in another department". The Human Resources, Development
21 Services and Gas and Oil Department heads and Luis Reza involved in the
22 transfer are all consenting to this transfer.

1 Based on the facts for consideration, staff recommends Commission approval of this
2 request in compliance with Article VI, sections 67(5) pertaining to Permanent
3 Assignments and section 64 pertaining to Transfers.

4 Department representatives from Human Resources, Development Services and Gas
5 and Oil Departments, Luis Reza and candidates on current Construction Inspector
6 eligible list are aware this item is on today's Commission agenda.

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Agenda Item No. 5

Date: May 7, 2010
To: Civil Service Commission
From: Jeffery L. Reeb, Acting Fire Chief *JLR*
Subject: **REQUEST FOR PROVISIONAL APPOINTMENTS FOR 2010 SUMMER
SEASON – MARINE SAFETY SERGEANT**

Pursuant to Section 43 of the Civil Service Rules and Regulations, the Fire Department respectfully requests Civil Service Commission authorization of provisional appointments to the classification of Marine Safety Sergeant for the 2010 summer season effective June 19, 2010. All provisionally appointed employees will return to their previously held classifications at the conclusion of the summer season.

Each summer, the Marine Safety Division temporarily promotes a number of staff members to the position of Marine Safety Sergeant to handle the service demands and increased staffing during the summer season. This year, eight (8) provisional Marine Safety Sergeants are required to supervise over 130 Non-Career Ocean Lifeguards who will be working during the 2010 summer season.

Permanent Marine Safety Officers (MSOs) are the preferred supervisors. However, of the eleven current MSOs, three have elected to work a platoon schedule onboard Rescue Boat 2 for the entire year and therefore are unavailable. All eight of the remaining MSOs, listed below, are recommended for provisional appointment:

Mitchell Garrison
Jeff Gillott
Gonzalo Medina

Patrick Morrison
Omar Naranjo
Tyler Wawrzynski

Ian Wenger
Jeff Williams

Application packets for all eight employees and Requisition 10-017 for the provisional appointments are on file with the Civil Service Department.

Thank you for your consideration of this request. Should you have any questions, please contact David Honey, Manager of Administration, at extension 82517.

RECEIVED
2010 MAY 19 AM 11:01
CIVIL SERVICE DEPT.

1 **DATE:** May 26, 2010

2 **TO:** Civil Service Commission

3 **FROM:** Salvador Ambriz, Personnel Analyst *ja*

4 **SUBJECT: REQUEST FOR PROVISIONAL APPOINTMENTS – MARINE SAFETY**
5 **SERGEANTS**

6 Correspondence has been received from Jeffrey L. Reeb, Acting Fire Chief, Long
7 Beach Fire Department, requesting Civil Service Commission authorization to appoint
8 eight Marine Safety Officers to provisional Marine Safety Sergeant positions for the
9 summer. Each year, the Marine Safety Division experiences increased service
10 requirements during the summer months that result in additional demands for
11 supervision of staff. The names of current Marine Safety Division staff familiar with
12 beach operations are hereby forwarded to the Commission for provisional appointment
13 authorizations. If approved, these appointments would be for the 2010 summer season,
14 effective June 19, 2010 and would terminate at the end of the summer. Staff has
15 reviewed the request and recommends approval of the provisional appointments in
16 accordance with Section 1.02 of the Civil Service Commission Policies and Article 5,
17 Section 43 of the Civil Service Rules and Regulations.

18 **Facts for Consideration:**

- 19 • The Marine Safety Division of the Fire Department has listed the following eight
20 Marine Safety Officers for provisional appointments to the classification of Marine
21 Safety Sergeant: Mitchell Garrison, Jeff Gillott, Gonzalo Medina, Patrick Morrison,
22 Omar Naranjo, Tyler Wawrzynski, Ian Wenger and Jeff Williams. Each has
23 submitted the requisite provisional application and has been apprised of the terms
24 and conditions of a provisional appointment and that they will return to their
25 previously held classifications at the conclusion of the summer season.

- The Fire Department Marine Safety Division's request and application packets for eight Marine Safety Sergeants have been received in the Civil Service Department; requisition #FD 10-017 to fill eight budgeted Marine Safety Sergeant vacancies on a provisional basis is on file in the Civil Service Department.
- The minimum qualifications for Marine Safety Sergeant reflect the promotional nature of the classification and require that the candidate have at least two years of permanent classified experience as a Marine Safety Officer. Staff reviewed the applications for all eight candidates and has determined that Marine Safety Officers Mitchell Garrison, Jeffrey Gillot, Gonzalo Medina, Patrick Morrison, Omar Naranjo, Tyler Wawrzynski, Ian Wenger and Jeffrey Williams meet or exceed the minimum qualifications for Marine Safety Sergeant.
- Due to the increased service needs of the Marine Division during the summer months, staff recommends approval of these eight candidates to provisional Marine Safety Sergeant positions, in accordance Section 1.02 of the Civil Service Commission Policies and Article 5, Section 43 of the Civil Service Rules and Regulations.

The Fire Department is aware that this request is on today's agenda and will be present to answer questions from the Commission.



Date: May 17, 2010

To: Civil Service Commission

Dr. Mills

From: Deborah R. Mills, Director of Human Resources

Subject: PROVISIONAL APPOINTMENT OF SUNNY LEE TO THE POSITION OF SAFETY SPECIALIST I-CONFIDENTIAL

In accordance with the provisions of the Civil Service Rules and Regulations, Article IV, Section 43, the Department of Human Resources, Risk Management Bureau, Safety Division is requesting the Commission's approval to provisionally appoint Sunny Lee to the position of Safety Specialist I-Confidential.

There is no Civil Service list as of this date, pending an exam. This position is critical to the City. We wish to fill the position as quickly as possible, using requisition 10-008.

Ms. Lee is well qualified for the position and understands that this appointment is temporary and provides no guarantee of permanent employment.

DRM:KW:slrk

(SK:PERSONNEL PROVISIONAL APPT MEMO TO CS-SAFETY SPECLST 5-10)

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2010 MAY 18 AM 9:57
CIVIL SERVICE DEPT.

1 **DATE:** May 19, 2010

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst 

4 **SUBJECT: REQUEST FOR PROVISIONAL APPOINTMENT – SUN LEE, SAFETY**
5 **SPECIALIST**

6 Correspondence has been received from Deborah R. Mills, Director of Human
7 Resources, requesting Civil Service Commission approval to provisionally appoint Sun
8 Lee to the position of Safety Specialist. Staff has reviewed the request and
9 recommends approval of the provisional appointment in accordance with Section 1.02
10 of the Civil Service Commission Policies and Procedures and Article 5, Section 43 of
11 the Civil Service Rules and Regulations.

12 **Facts for Consideration:**

- 13 • Requisition HR 10-008 to fill one budgeted Safety Specialist vacancy on a
14 provisional basis has been received in the Civil Service Department. The vacancy is
15 in the Risk Management Bureau, Safety Division of the Human Resources
16 Department.
- 17 • Filling the Safety Specialist vacancy is critical to the Human Resources Department
18 as the duties of the position includes the development and evaluation of safety goals
19 and standards for the City along with performing safety inspections of offices,
20 grounds, shops, construction work sites, equipment, vehicles, and tools for
21 compliance with Cal/OSHA safety standards.
- 22 • As part of recruitment for this provisional position an announcement was made
23 during a Public Agency Safety Management Association (PASMA) event. PASMA is
24 a California based organization consisting of safety, health and risk management
25 professionals from public agencies throughout the state. The announcement during

1 the PASMA event resulted in Ms. Lee submitting a resume; she was subsequently
2 interviewed and selected as the provisional candidate.

- 3 • This provisional appointment would allow the Human Resources Department to meet
4 the City's critical safety management needs until an eligible list can be established,
5 candidates interviewed and permanent appointments made.
- 6 • By her signature, Ms. Lee understands and has agreed to the terms and conditions
7 of the provisional appointment.
- 8 • Civil Service staff will work with staff from the Human Resources Department as well
9 as other impacted departments on the examination process to fill the Safety
10 Specialist permanent vacancy.

11 A representative from the Human Resources Department will be present to respond to
12 questions from the Commission.

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14 LF – REQUEST FOR PROVISIONAL APPOINTMENT – Safety Specialist (5/19/10)
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CITY OF LONG BEACH

Agenda Item No.

5

DEPARTMENT OF PARKS, RECREATION & MARINE

2760 N. Studebaker Road, Long Beach, CA 90815-1697

(562) 570-3100 • FAX (562) 570-3109

www.lbparks.org

May 26, 2010

Civil Service Commission
333 West Ocean Boulevard
Long Beach, CA 90802

RECEIVED
2010 MAY 19 PM 4:42
CIVIL SERVICE DEPT.

HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine currently has a vacant Marina Agent position that has been filled through the Reassignment for Training program. The Civil Service Commission approved Ms. Tudy Sanchez for the Reassignment for Training.

Ms. Sanchez has successfully completed the training program and is now ready to compete for the position by taking the Civil Service exam. The Department of Parks, Recreation and Marine has received approval from the City Manager's Office to submit the necessary requisition documents to permanently fill this position.

It is anticipated that the time needed to process the documents will exceed the current Reassignment for Training program period. It is now necessary to request an additional Reassignment for Training period while the documents are processed. Please see the attached Reassignment for Training Plan Outline. This request is being made in accordance with Section 63 (3) of the Civil Service Rules and Regulations.

Please contact Kenneth Campbell, Personnel Officer, at 570-3188 if you or your staff requires any further information regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil T. Hester".

Phil T. Hester,
Director of Parks, Recreation and Marine

PTH:KC

cc: Mark Sandoval, Manager – Marine Bureau

1 **DATE:** May 26, 2010

2 **TO:** Civil Service Commission

3 **FROM:** Sal Ambriz, Personnel Analyst *SA*

4 **SUBJECT: REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING —**
5 **TUDY SANCHEZ**

6 Correspondence has been received from Phil T. Hester, Director of the Department of
7 Parks, Recreation and Marine requesting Civil Service Commission approval to
8 continue the temporary reassignment of Ms. Tudy Sanchez, currently a Maintenance
9 Assistant, to the classification of Marina Agent for the purpose of training and
10 development. Staff has reviewed this request and recommends Commission approval
11 in accordance with Article VI, Section 63(3) of the Civil Service Rules and Regulations
12 and Civil Service Commission Policy 1.20.

13 **Facts for Consideration:**

- 14 • On May 13, 2009, the Commission approved the temporary reassignment for
15 training of Ms. Sanchez from the classification of Maintenance Assistant to the
16 classification of Marina Agent in the Department of Parks, Recreation and Marine.
- 17 • As of May 22, 2010, Ms. Sanchez completed her term and now meets the current
18 minimum qualifications to file for the Marina Agent examination. Approval of this
19 request would allow Ms. Sanchez to continue performing here duties as a Marina
20 Agent until she has had the opportunity to participate in the examination process.
- 21 • The Marina Agent examination will be scheduled after the Department of Parks,
22 Recreation and Marine has received approval from the City Manager's Office to
23 submit the necessary documents to permanently fill this Marina Agent position.
24
25

- The revised Training Plan submitted by the Department of Parks, Recreation and Marine describes the goals and objectives, training methods, and criteria necessary to measure the satisfactory completion of the training plan for up to one additional year. During this reassignment, Ms. Sanchez will continue 'one on one' training with an experienced lead Marina Agent or Marine Supervisor.
- Ms. Sanchez has been advised of the terms and conditions of the reassignment for training assignment and has submitted the required Employee Consent Form accompanied by the Training Plan Outline.
- Ms. Sanchez's reassignment for training for an additional one year will allow Ms. Sanchez the opportunity to continue her training. She is now eligible to apply, test and be considered for appointment as a Marina Agent.

Staff has informed the Department of Parks, Recreation and Marine that this request will be on today's agenda and a representative will be present to respond to questions from Commission.

Staff Reassignment for Training – Tudy Sanchez 52610

PETROLEUM ENGINEERING ASSOCIATE

Job Number: 39

SALARY RANGE:

Grades I - II: \$2,403.68 - \$3,801.28 Biweekly
\$5,226.00 - \$8,264.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., May 28, 2010 through August 20, 2010. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., August 20, 2010. Postmarks will not be accepted. Online applications are encouraged.

REQUIREMENTS TO FILE: Graduation from an accredited college or university with a Bachelor's degree in Petroleum Engineering or Chemical Engineering (proof required)* **OR** Bachelor's degree from an accredited college or university (proof required)*, and two or more years (full-time equivalent) of experience in petroleum engineering, oil field operations, or other petroleum related operations. **AND**

- Knowledge and ability to operate computers using spreadsheets, word processing, and other business and technical software pertaining to petroleum engineering.
- Willingness to work occasional weekends, holidays, and split shifts.
- Proof of a valid motor vehicle operator's license and a current DMV driving record, is required at time of appointment and must be presented to the hiring department at the time of selection interview.

***Applications will not be processed until all required proofs are received. Any required proofs, such as diplomas, transcripts, or certificates, must be received in the Civil Service Department by 11:59 p.m., August 25, 2010. Documents may be uploaded to the online application, submitted in person, faxed to (562) 570-5293, or emailed to civilservice@longbeach.gov.**

DESIRABLE QUALIFICATIONS: Wilmington Oil Field or water flood operations experience.

EXAMPLES OF DUTIES: Under supervision, performs increasingly complex and responsible petroleum engineering and/or geology work pertaining to oil field development, oil and gas production operations, enhanced recovery methods,

(examples of duties continued) and other related work; participates in project teams for economic and operational evaluation of field activities and reservoir surveillance; participates in evaluating procedures to ensure oil field environmental and safety regulatory compliance; prepares, reviews or assists in the preparation of petroleum engineering projects, studies, and programs pertaining to oil field development, oil and gas production operations, drilling, oil and gas reserves, field equipment, secondary recovery, enhanced oil recovery, abandonment operation; assists in the planning of oil field, community and industrial development to ensure oil operations compatibility with competitive land use areas; participates in developing operational plans to optimize economic oil recovery; evaluates contracts and regulations pertaining to the oil operations; assists in the development of oil fields budget; assists in the preparation and the making of formal oral presentations to City, Department, contractor, and regulatory personnel; may conduct physical and chemical tests concerning oil, gas and water; may perform in a lead capacity over subordinate personnel; and performs other related duties as required.

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive procedure of placing qualified individuals on an eligible list, with those receiving Veteran's Credit first, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of applications, supplemental applications and resumes submitted. Resumes will be accepted, but may not be substituted in lieu of the required application. As vacancies occur, the names of qualified applicants will be submitted to the requesting department for consideration.

If you have not received notification by September 3, 2010, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request to (562) 570-6202.

JOB 39 K37NN-10 DMD Petroleum Engineering Associate 5/26/10

POLICE OFFICER - LATERAL

Job Number: 32

SALARY RANGE:

\$2,440.32 to \$3,021.84 Biweekly

\$5,306.00 to \$6,570.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., June 1, 2010 through September 30, 2010. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., September 30, 2010. Postmarks will not be accepted. Online applications are encouraged.

REQUIREMENTS TO FILE: Applicants must meet one of the following options, A or B:

A. Lateral Entry – Police Officer

California Applicants: At least one continuous year of experience in the State of California as a Peace Officer, as defined by California Penal Code Section 830-832.17, within the last two years and possession of the Basic POST Certificate issued by the State of California (proof required)*.

Out of State Applicants: At least one continuous year of sworn general law enforcement experience within the last two years and possession of the Basic Course Waiver (BCW) from the California Commission on Peace Officer Standards and Training (POST) (proof required)*. **OR**

B. Lateral Entry – Reserve Officer

Current status as a reserve officer in the State of California, possession of the POST Level 1 Certificate issued by the State of California (proof required)* and completion of 2000 paid or volunteer hours.

All applicants must meet the following BASIC requirements at the time of filing:

1. U.S. high school graduation or G.E.D. equivalency.
2. Twenty years of age or older.
3. A valid driver's license.

Applicant must be a citizen of the United States or have applied for citizenship; weight must be in proportion to height, muscular development and skeletal structure; vision should be correctable to 20/20; must have normal color vision and hearing; must not have been convicted by any State or the Federal government of any crime for which punishment would have been imprisonment in a Federal or state penitentiary.

Applicant must have the ability to read, comprehend and retain technical training materials; have good observation and writing skills; have good communication skills, human relations skills, and decision-making ability; have the ability to endure periods of strenuous physical activity requiring good balance, coordination, flexibility and strength.

DESIRABLE QUALIFICATIONS: Recent college coursework in related field is desirable. Bilingual skills in English/Spanish or English/Southeast Asian languages are highly desirable.

Applications will not be processed until all required proofs are received. Any required proofs such as diplomas, licenses or certificates, must be received in the Civil Service Department by 11:59 p.m., October 5, 2010. Documents may be uploaded to the online application, submitted in person, emailed to civilservice@longbeach.gov or faxed to (562) 570-5293.

EXAMPLES OF DUTIES: Patrols an assigned area by car, foot, or motorcycle to maintain law and order; regulates traffic; responds to radio and telephone dispatches; investigates unusual or suspicious conditions, traffic accidents and complaints; makes arrests, guards prisoners and questions suspects; issues citations and serves subpoenas and warrants; investigates or assists in investigating vice conditions, crimes reported or persons arrested; prepares evidence and appears in court; administers first aid and renders assistance to the injured; reports unsafe or hazardous conditions; prepares log of activities and keeps records; may act as radio dispatcher or jailer; assists in administrative and operational activities; and performs other related duties as required.

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive exam procedure. All applicants meeting both the Basic and Lateral Entry – Police or Lateral Entry – Reserve Officer minimum requirements to file will be placed on the eligible list, with those receiving veteran's credits first, and then in order in which applications were filed. Screening of candidates will be conducted on the basis of applications submitted. As vacancies occur, the applications of qualified applicants will be submitted to the Police Department for consideration. Individuals identified as the best-qualified applicants will be called to participate in the final selection procedure administered by the Police Department. The eligible list will remain in effect for at least six months. Eligible lists will be established periodically.

After a conditional offer of employment, all prospective employees must pass a thorough background investigation and a job-related medical examination. In addition, polygraph and psychological examinations will be given.

Completed applications received by June 25, 2010 will be processed prior to the filing deadline. If you have not received notification by October 20, 2010 contact the Civil Service Department at civilservice@longbeach.gov or (562) 570-6202.

This information is available in an alternative format by request at (562) 570-6202.

J.O.B. 24 F23NN-10 LF POL

5/26/10

SUPERVISOR-FACILITIES MAINTENANCE

Job Number: 36

SALARY RANGE:

\$2,216.80 to \$3,016.96 Biweekly

\$4,820.00 to \$6,559.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., May 28, 2010 through June 25, 2010. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., June 25, 2010. Postmarks will not be accepted. Online applications are encouraged.

REQUIREMENTS TO FILE: Two years of journey level, full-time (equivalent) paid experience in the construction trades and multiple building maintenance operating systems AND two years full-time (equivalent) paid experience supervising a crew of journey-level personnel in the construction trades and multiple building maintenance operating systems; AND working knowledge in electrical, pneumatic, water, life safety, mechanical and computerized systems, HVAC, and building compliance rules, regulations and procedures.

Ability to:

- effectively supervise others
- interpret electrical schematics, single line diagrams, and prepare plans and specifications
- knowledge of AQMD and OSHA requirements
- estimate costs and monitor expenditures
- communicate effectively orally and in writing
- perform trouble-shooting functions on all systems
- make repairs in emergency situations

Willingness to work overtime, shifts, evenings, weekends, holidays, irregular hours, and on call as necessary.

For some positions, candidate must obtain the Operating and Maintenance Engineer Technician certificate prior to completing the probationary period.

Proof of a valid Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of selection interview.

EXAMPLES OF DUTIES: Under direction, assists in the planning, coordination and direction of activities and personnel involved in the operation, maintenance, construction, and repair of a high-rise office building, central Police, Fire and

(Example of Duties Continued) library buildings and related structures; plans, organizes, schedules, coordinates, and supervises skilled and semi-skilled personnel and contractors engaged in the operation, repair, and maintenance of electrical, mechanical, water, life safety, heating, ventilation, air conditioning, computerized energy and building maintenance management systems; coordinates and assists in making emergency repairs; reviews work plans with others, inspects work in progress and upon completion for compliance with plans and specifications and construction code standards; supervises and participates in a program of safety education; enforces safety regulations and ensures compliance with established operating procedures; investigates and resolves complaints; coordinates activities with other operating units; orders equipment, materials and supplies; assists in the preparation and monitoring of division budget; maintains records and prepares reports; performs other related duties as required.

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first, and then in the order in which applications were filed. Eligible lists will be established periodically. Screening of candidates will be conducted on the basis of applications and documentation submitted. Résumés will be accepted, but may not be substituted in lieu of the required application. As vacancies occur, the names of qualified applicants will be submitted to the requesting department for consideration. The eligible list will remain in effect for at least six months.

If you have not received notification of the disposition of your application by July 7, 2010, contact the Civil Service Department at (562) 570-6202 or at civilservice@longbeach.gov.

This information is available in an alternative format by request at (562) 570-6202.

J.O.B. 36-10 K56NN-10 RFP

RFP SUPERVISOR-FACILITIES MAINTENANCE BULLETIN 2010.DOC

5/26/10

1 **DATE:** May 26, 2010

2 **TO:** Civil Service Commission

3 **FROM:** *DD*
Diane Dzodin, Administrative Officer

4 **SUBJECT: REQUEST FOR TRANSFER OF BEHZAD SHARIFABADI, CAPITAL**
5 **PROJECTS COORDINATOR**

6 The Long Beach Airport and the Public Works Department have agreed to transfer
7 Behzad Sharifabadi, Capital Projects Coordinator III, from the Long Beach Airport to
8 the Public Works Department as a Capital Projects Coordinator III. Mr. Sharifabadi
9 concurs with the transfer.

10
11 Pursuant to Section 64 of the Civil Service Rules and Regulations, staff is
12 recommending Commission approval of the above transfer of Behzad Sharifabadi to
13 the Public Works Department.